

Administrator User Manual Innovative solution

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Administrator User Manual:

1.0 Introduction

This document explains the functionality of the Innovative solution administrator control panel. This system allows administrator to manage all of the site's content, pages, languages and modules of the DNN managed by host admin and super administrator.

This document includes the followings:

- The assumptions that are made in the document of the project about the users of the system and technologies employed etc.
- Screenshot of the different pages of the project.
- A detailed description of the functionality of the project.
- The Functional Requirements of the pages.
- The Technical Description of the pages.

2.0 Project Boundaries and Assumptions

All assumptions used in the context of this document will be stated here, should there be any inaccuracies then it is in the interest of the Client to point them out as early as possible, to prevent further misunderstanding.

In this document, the word 'Client' is used to refer to the commercial entity for which this solution is being proposed by IDS Logic.

The user needs to have JavaScript enabled on their browser in order to experience the full functionality of the tool.

The system will be compatible with the following browsers:

- IE 7 and above
- Firefox 4 and above
- Google Chrome

Administrator panel can only be accessed by secure user having proper login details. Database logins should be encrypted and that DB access can only be gained from a non-standard but explicit port number.

3.0 User Definition

Administrator of the system is assumed to be employee or authorised personnel of Innovative solution unless they explicitly identify themselves as individuals to the system.

In this respect it has been decided that there will be 4 levels of users:

- **User** – User is a normal person who can browse the site and view the content of site in both the languages.
- **Admin (Innovative solution Administrator)** – This is a person who works for the client, who is using the administration functions of the DNN to manage content of the site in both languages.
- **Admin (DNN site Administrator)** – This is a person who works for the client who is using the administration functions of the DNN to manage all the contents and also add new functionality to the site in both languages.

- **Super Admin (Host Administrator)** – This is a person who works for the client who is using the super administration functions of the DNN to manage all functionality. Super Admin has got highest level of permission in this DNN.

4.0 Administrator user section

4.1 Functionality

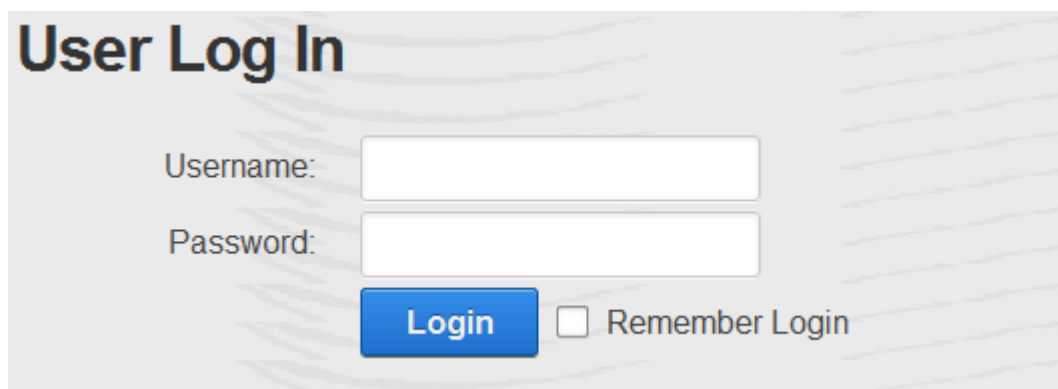
Administrator can login to the system using their login credentials as provided by the host administrator of the DNN.

Administrator can manage the content of all the pages after logging in to their interface.

Administrator can add/edit/delete the news for the home page as well as media section of the site.

4.2 User manual

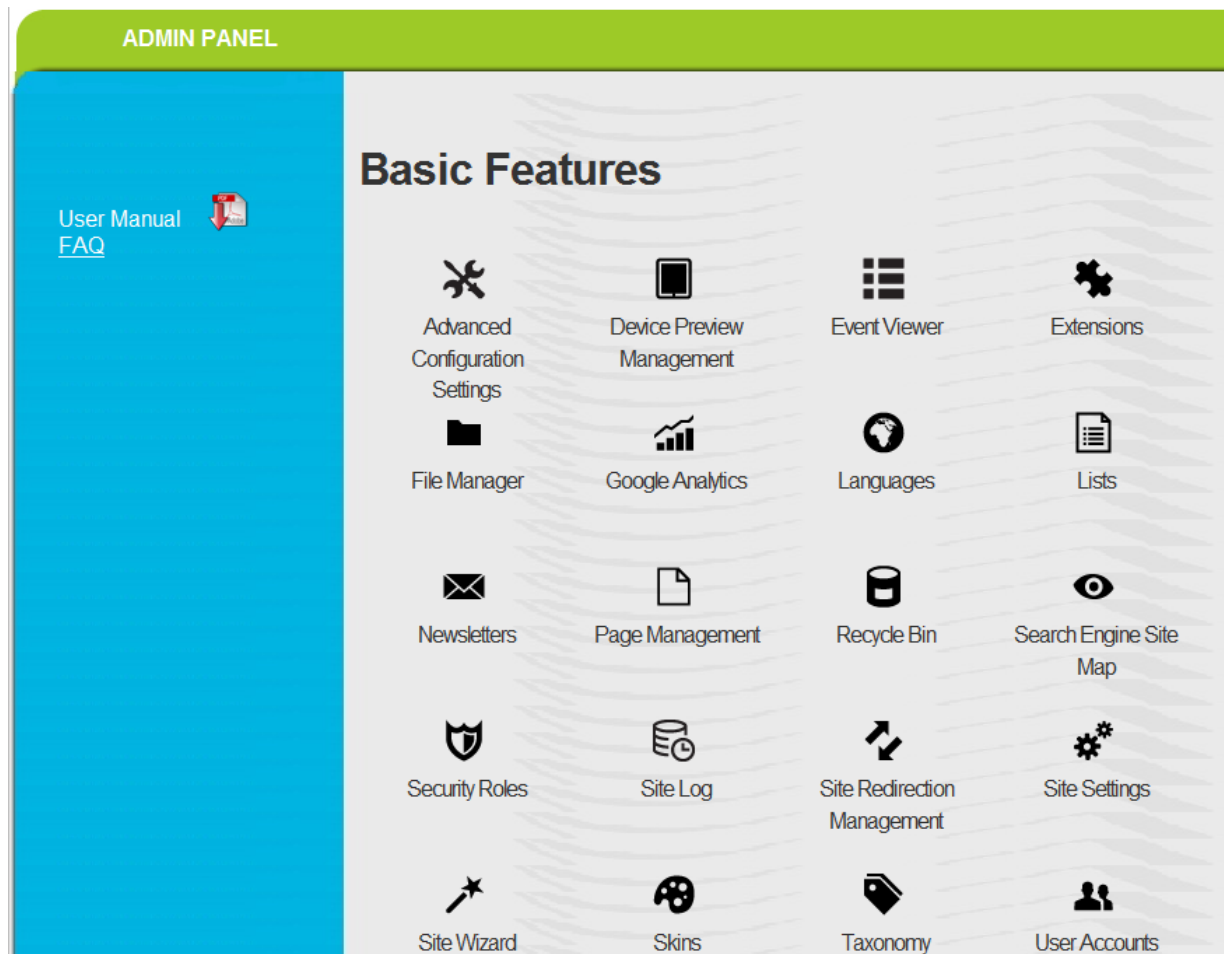
4.2.1 Login



The image shows a 'User Log In' form with a light gray background. It features two input fields: 'Username:' and 'Password:'. Below the 'Password:' field is a blue 'Login' button and a checkbox labeled 'Remember Login'.

The administrator section of the DNN is password protected. Login screen requests the username and password details of the user. The user has to enter his username and password as assigned by the HOST/DNN administrator in order to enter into the admin area to access/manage all features of the Innovative solution site. After entering username and password, user has to press login button, if a match is returned then the user will be taken to the landing page of the administrator area for the DNN. If not then user will see a login failed message and will be returned to the login page.

4.2.2 Innovative solution Administrator welcome screen

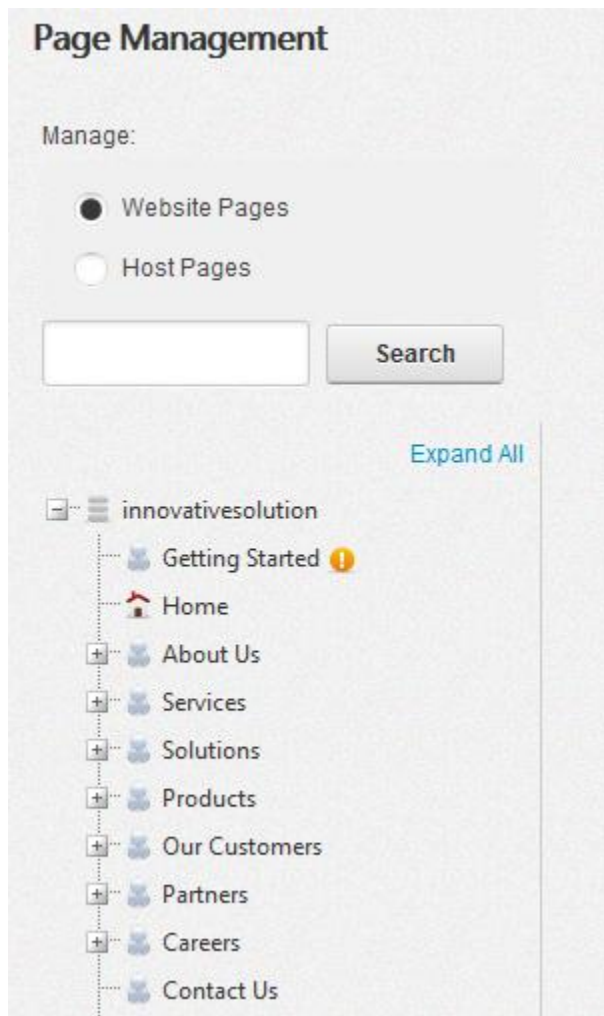


Once administrator is logged into the site and can view above screen of the admin panel and the login button will be changed to Logout.

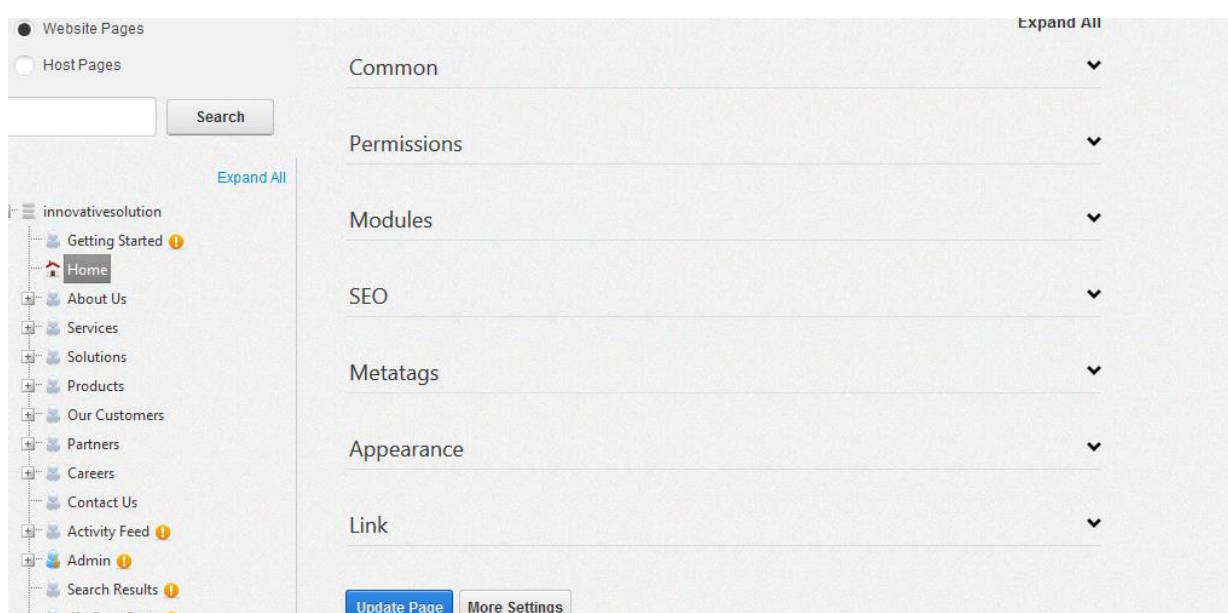
The admin would be able to see some option as you can see in the above screen.

4.2.2.1 Page Management

Click on the Page Management icon that will redirect administrator on a new screen given below.



By clicking on the page, administrator will be shown the page setting details as visible below the screen



These options can be spanned.

Common Setting: - Administrator can change the page name (it is advisable not to change until it is very important), page title can be changed, Page can be included in the menu, it could be disabled.

Permission: - View and Edit permission can be given to any user.

Module: - It contains all the module and that can be edited or deleted from here.

SEO: - SEO setting

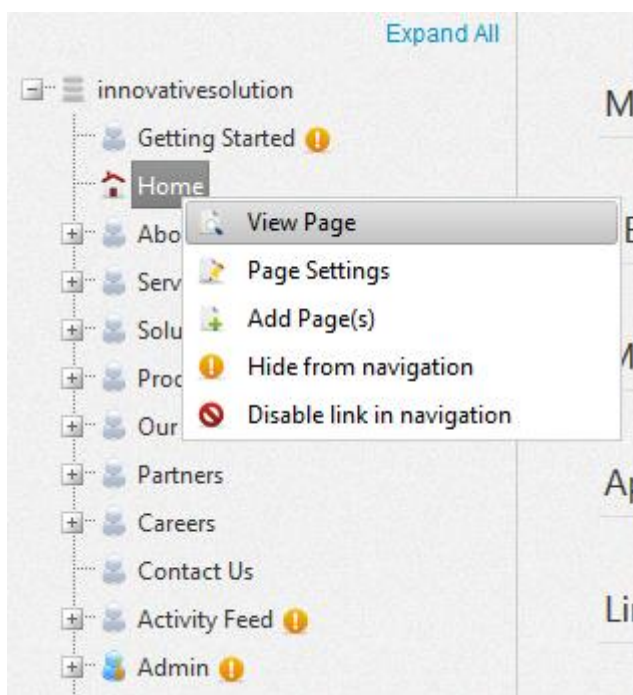
Metatags: - Meta tag can be set in this section and refresh interval should be (-1) if you don't want to refresh it automatically.

Appearance: - Basically this section is created to assign a specific skin

(Each skin contain a design pattern, selected skin will be applied to the selected page.)

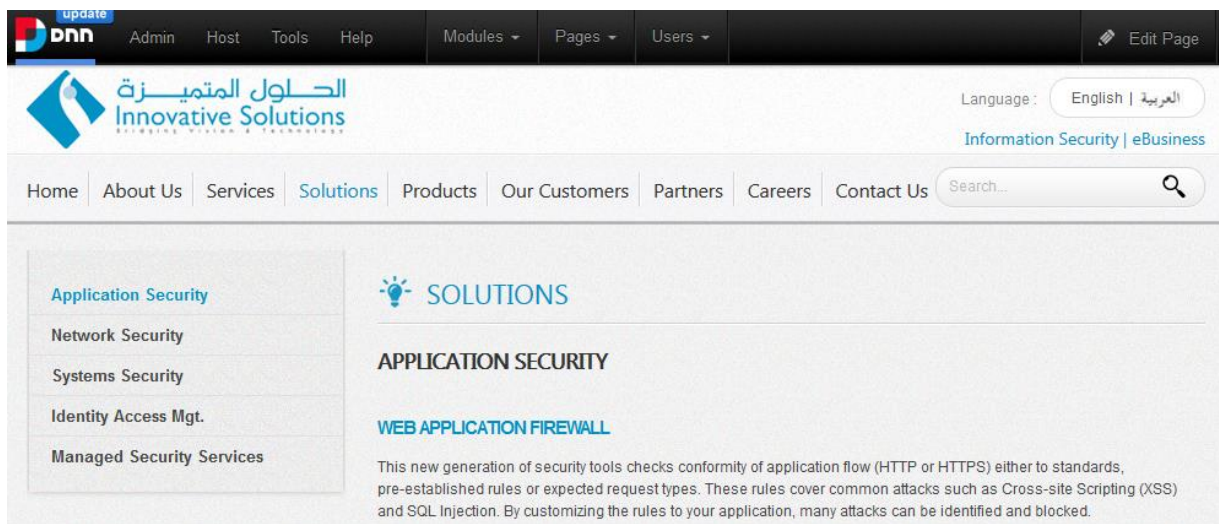
Link; - Please don't make any change in this section.

Right click on any page and you will find these options:



Click on view Page and it will redirect administrator to the selected page where administrator will see the actual page with content.

On each page there is a Black Ribbon Bar at the top of the website as shown at the screen below. This bar has option to add/update the site/pages.



4.2.2.1.1 Adding a New Page in DNN:

Administrator can add a new page in the site using "Pages" --> "Add New page" option of Black Ribbon Bar. As you click option "Add new page" then pop up screen will appear and in that pop up there will be an option to add new page. Page name is only required to add new pages. Pop up will have multiple tab option for "Page Details", "Copy Page", "Permission", "Localization" and "Advance setting". You can use these options and manage your new page.

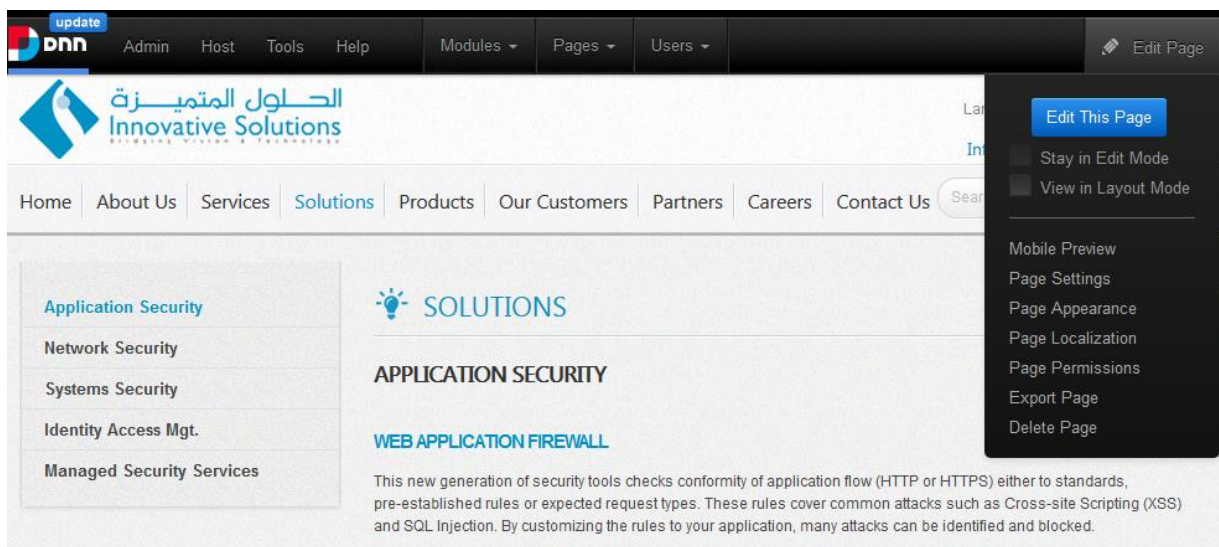
Page Details
Copy Page
Permissions
Localization
Advanced Settings

Page Name: * ⓘ
Page Title: ⓘ
Description: ⓘ
Keywords: ⓘ
Tags: ⓘ
Parent Page ⓘ
Insert Page ⓘ
Before
After
Add to End
User Accounts
Template Folder: ⓘ
Page Template: ⓘ
Default
Include In Menu? ⓘ

Add Page
Cancel

4.2.2.1.2 Updating Current Page:

Administrator can update page settings for the current page using "Edit Page" option in the Black Ribbon Bar. Please see below screen shot for more details. In "Edit Page" option/tab have sub menu option for different setting Like "Page setting", "Page Appearance", "Page permission" etc. When you click any option then a pop up will open and you can set diverse setting for the current page.



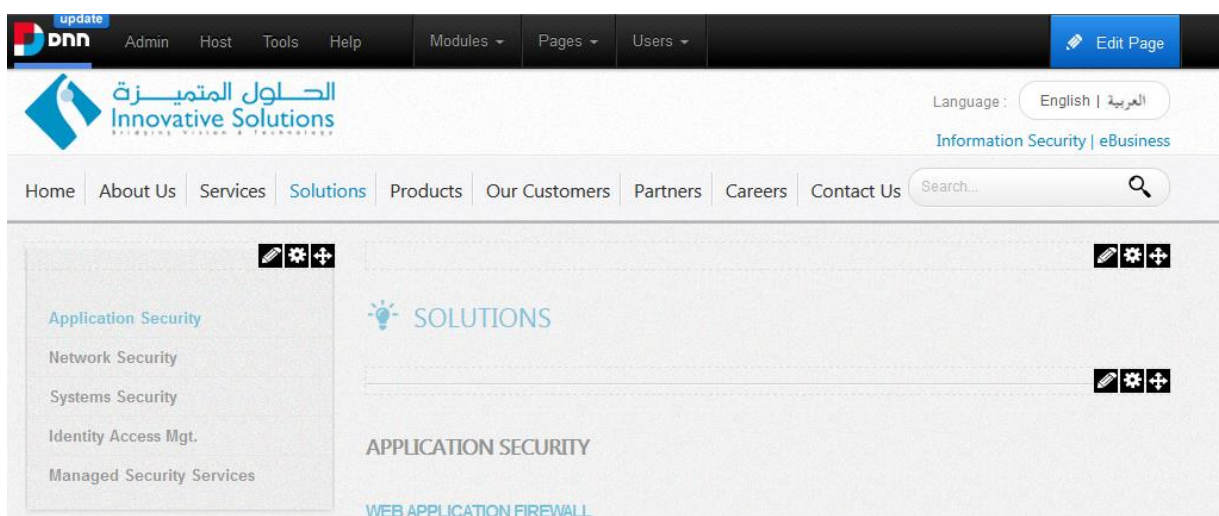
4.2.2.1.3 Moving Page Location (Iconbar):

Administrator can move a page to a new location on the site using page setting option. Please follow below steps to move the location of the page:

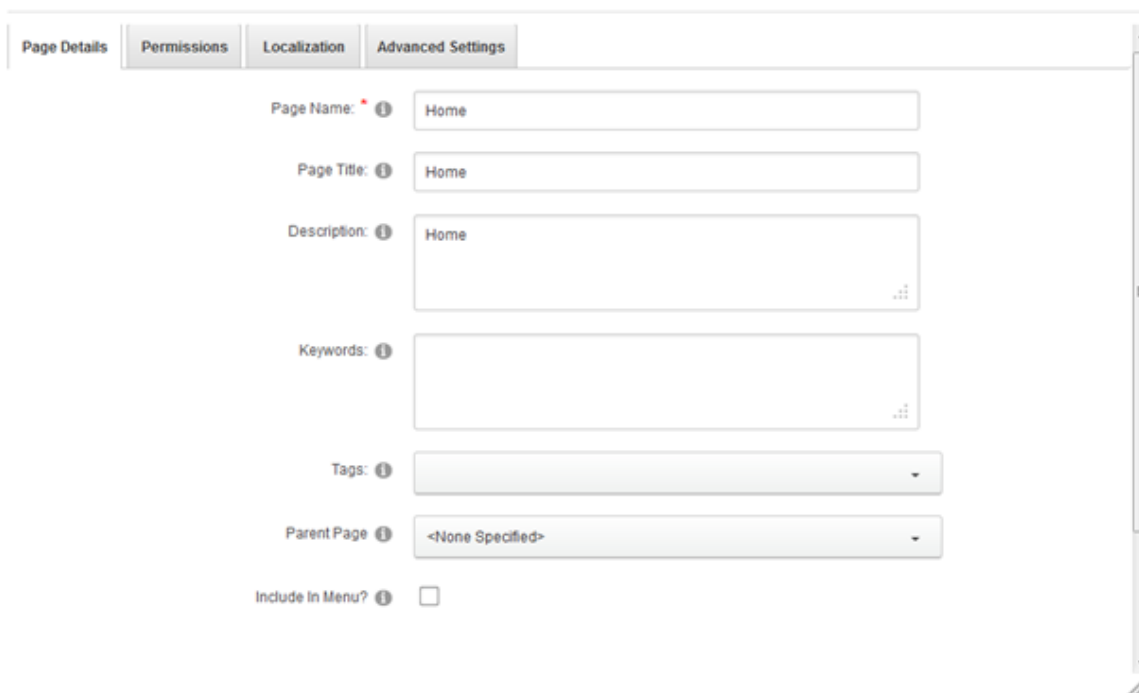
1. First Click "page setting" in "Edit Page" option and you will get a popup.
2. In "Page Detail" tab there is an option "Parent page" setting. By clicking on this option you can move page location from one place to another.
3. And click update button for final setting update.

Please refer below screen shot for more details.

Page is Edit mode



Pop up to show page setting option



Page Details | Permissions | Localization | Advanced Settings

Page Name: *

Page Title:

Description:

Keywords:

Tags:

Parent Page:

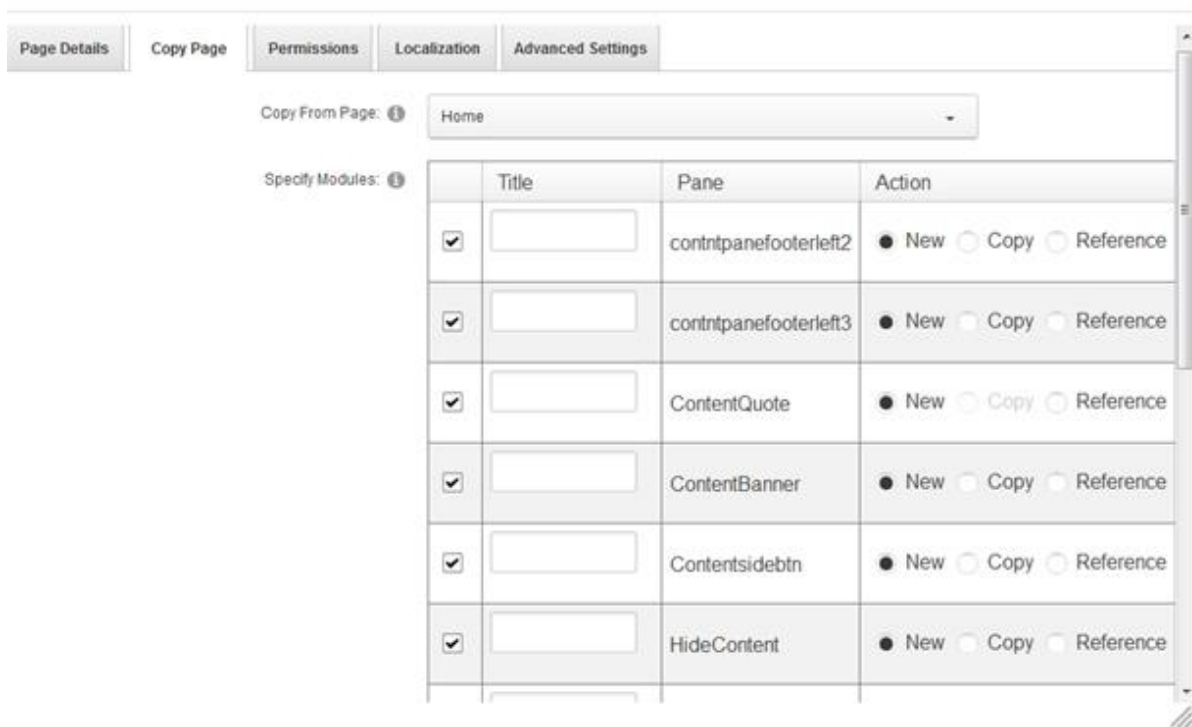
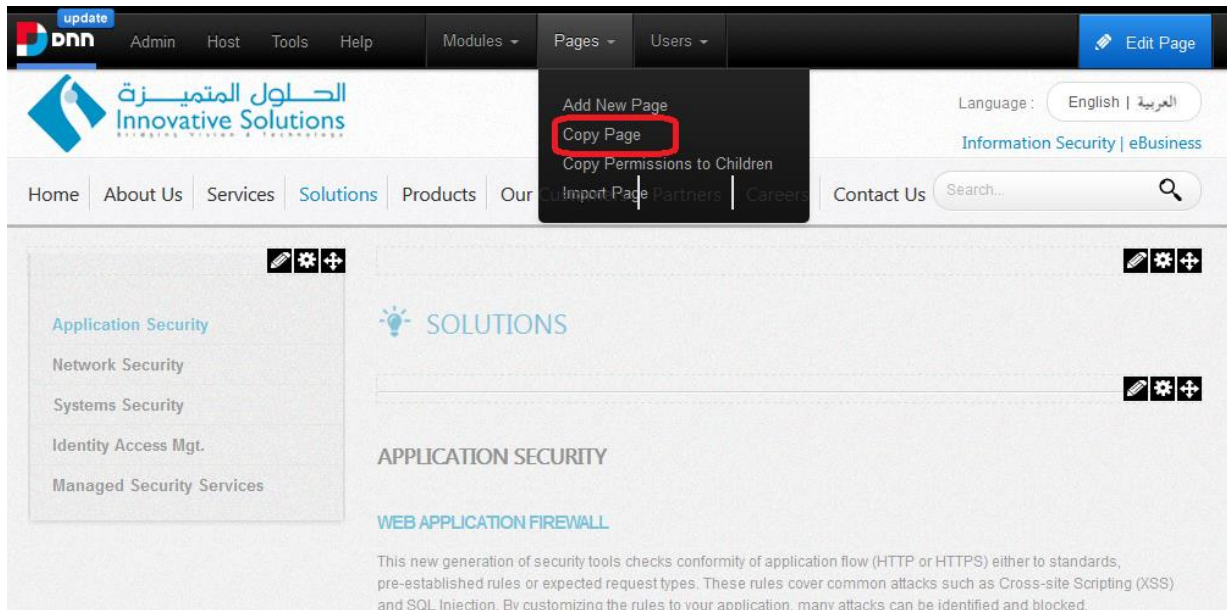
Include in Menu? ☐

4.2.2.1.4 Copying a Page :

Administrator can copy any existing page including the modules and optional module content. In Black Ribbon Bar, there is an option called "Copy page" in "Pages" menu. So you can copy any page using this option. Step to copy any page are given below.

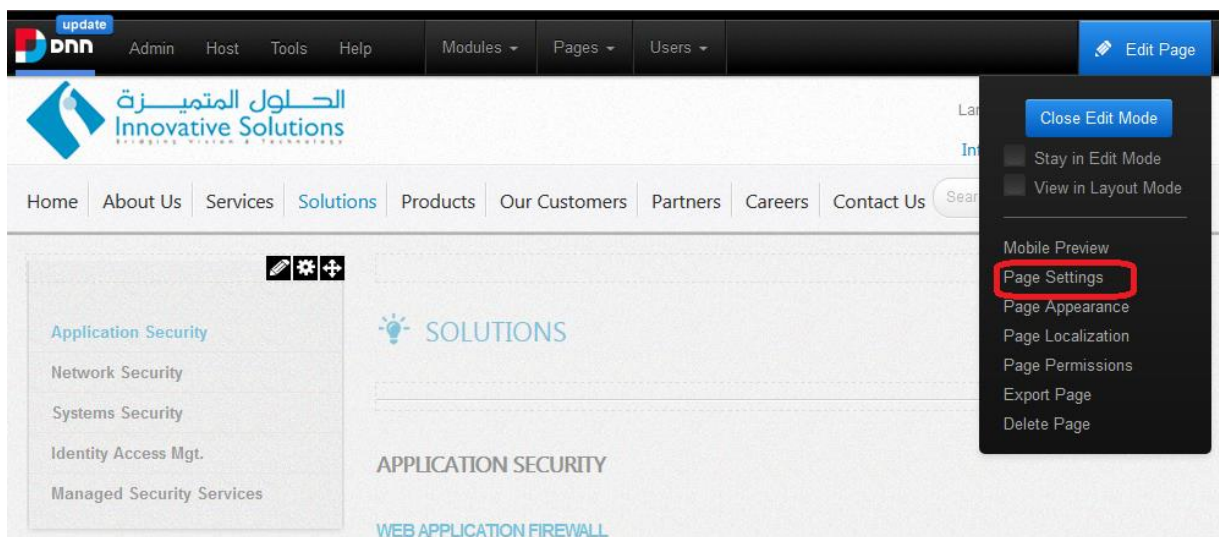
1. Firstly open that page which you want to copy.
2. Choose "Copy page" in "Pages" menu.
3. As you choose this option, there a pop up screen will appear and will show all option. You are required to fill all the option and update.

Please see below 2 screen shot for more details.



4.2.2.1.5 Editing Page Settings :

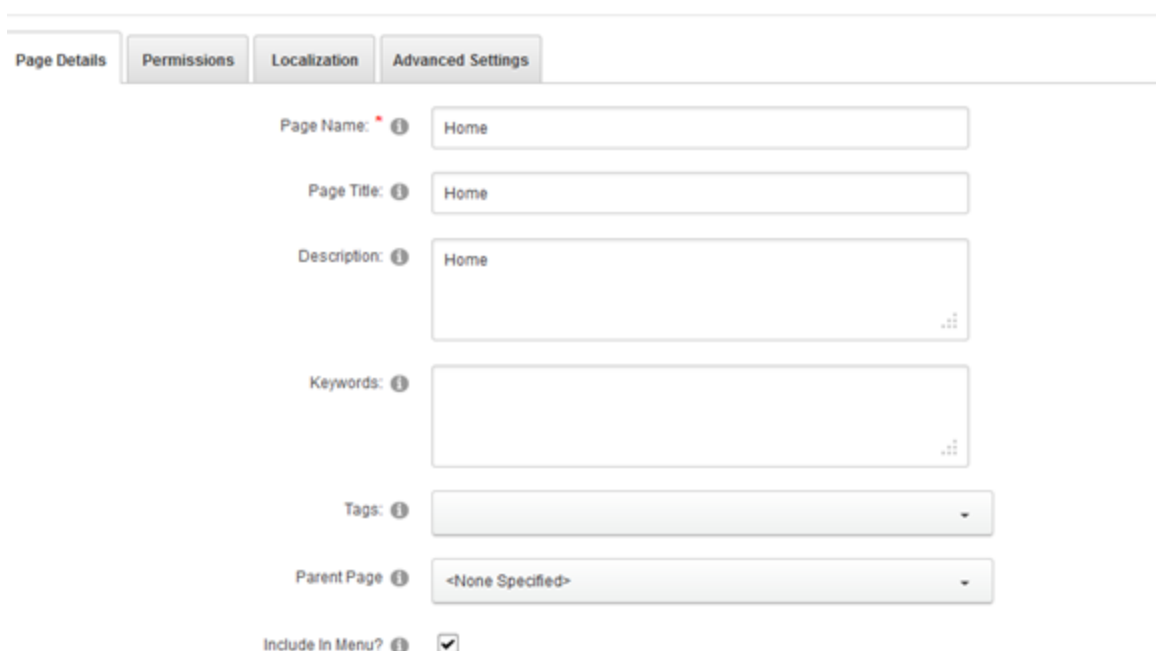
Administrator can edit the settings of the current page using "page setting" option of "Edit Page" from menu. Please see below screen shot for more details and refer previous points.



4.2.2.1.6 Page Details Settings for Existing Pages:

Administrator can set page details settings for existing pages using the Page Settings page tab.

Note: Page Name is the only required field.



Page Details | Permissions | Localization | Advanced Settings

Page Name: *

Page Title:

Description:

Keywords:

Tags:

Parent Page:

Include in Menu? ☒

1. Select the **Page Details** tab.
2. In the **Page Name** text box, enter a name for the page. If this page is displayed in the menu, this will be the name in the menu.

3. In the **Page Title** text box, enter a short but descriptive sentence summarizing the page content. The title is used by search engines to identify the information contained on the page. It is recommended that the title must contain at least 5 highly descriptive words and does not exceed 200 characters.
4. In the **Description** text box, enter a description of the content of the page. The description is used by search engines to recognize the information contained on the page. It is recommended that the description contains at least 5 words and is not exceeding 1000 characters.
5. In the **Keywords** text box, enter key words for this page separated by comma.
6. At **Tags**, select tag option.
7. At **Include In Menu?** Check ☒ the check box to include this page in the menu - OR - Uncheck ☐ the check box to hide the page.
8. Click the Update button.

Please refer below screen shot for more details.

innovativesolution > Solutions

Page Details
Permissions
Localization
Advanced Settings

Page Name: *

Page Title:

Page URL:

Do Not Redirect: ☐

Description:

Keywords:

Tags:

Parent Page:

4.2.2.1.7 Advanced Settings for Existing Pages :

Administrator can set the advanced settings for existing pages on the Page Settings pop up.

Note: All advanced page settings are optional.

1. Select the **Advanced Settings** tab.
2. Enlarge the **Appearance** section.
3. At **Icon**, select the image to be displayed beside the page name in the menu. This image is also used as the Small Icon for any Console module related to this page. Select the location of the required icon from these options:

- **File (A File on your Site)**, select to choose any image.
 1. Set the link to an existing file. [Note: You can remove the icon from this and the following field by selecting the File Name while setting a file link.]
- **System Image**: Select to choose an icon which is part of your DNN application. This displays a list of available images.
 1. Select the required image.
- 4. At **Large Icon**, using the same steps as for the above field, selects the image to be used as the Large Icon for any Console module related to this page.
- 5. At **Page Skin**, select a skin from the drop down list. The default option is what uses the default site skin. At **Page Container**, select a container from the drop down list. The default option is what uses the default site container.
- 6. In the **Refresh Internal (seconds)** text box, enter the interval to wait between automatic page refreshes. (E.g. enter "60" for 1 minute or 60 seconds.) Leave the fields blank to restrict.
- 7. In the **Page Header Tags** text box, enter any tags (i.e. meta-tags) that should be rendered in the "HEAD" tag of the HTML for this page.

Please refer to the screen shot below for more details.

innovativesolution > Solutions

Page Details

Permissions

Localization

Advanced Settings

[Collapse All](#)

Appearance

Cache Settings

Other Settings

Update Page

Delete

Cancel

4.2.2.1.8 Setting Page Permissions:

Administrator can set page permissions by username and roles. This topic assumes you are on the Page Settings tab of a page setting. Note: Access to view and set page permissions are only available to Administrators and users with Edit/Full Control permissions for the page

Tip: While setting Permissions, you can change the selection at Filter By Group and set permissions for any of the roles within that group before updating.

Important: In DNN Community edition two permissions called View and Edit permissions are available for you to manage pages. In DNN Professional and Enterprise Editions there are ten different permissions for page management.

1. Select the **Permissions** tab.
2. At **Username**, enter the username of a user that you want to grant or deny page viewing permissions to, and then select appropriate check box and click update page button.
3. Please refer to the screen shot below for more details.



innovativesolution > Solutions

Page Details

Permissions


Localization

Advanced Settings

	View Page	Edit Page
Administrators		
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IS Admin	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>
Translator (ar-SA)	<input type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>
Unverified Users	<input type="checkbox"/>	<input type="checkbox"/>

Username:

Add

Copy Permissions to Descendants: 

Copy Permissions

4.2.2.1.9 Adding a New Module (RibbonBar):

Administrator can make addition to the new module of a page using the Black Ribbon Bar. Adding a new module will insert a module without any content in the current page.

Permissions: You must be authorized to deploy a module and have the appropriate page editing permissions to add a module to the page.

Important: If content localization is enabled,

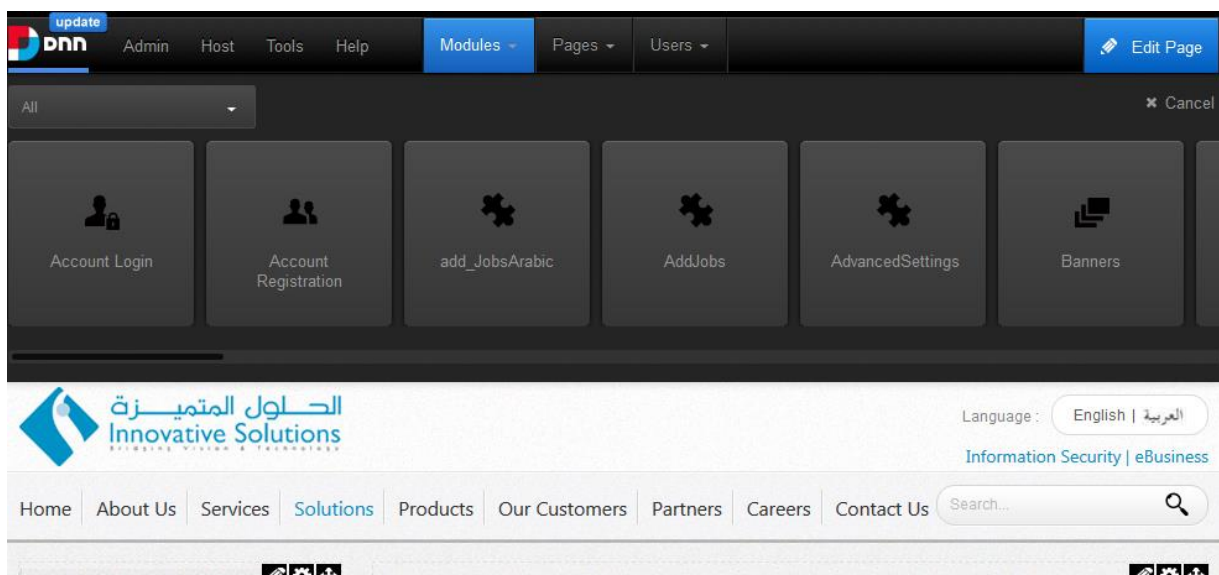
1. Assume you are an Administrator user and you have permission to add new module.

As you click on "Add new module" you can see a drop down having different categories and a module section.

First choose category from drop down and select appropriate module you want to add.

2. At **Module Selection**, set the following options:

- a. At **Category**, select one of the following module categories from the drop down list to populate the Module field below with the related modules.
 - **Admin:** Modules which are typically used for site administration rather than managing content.
 - **Common:** Modules selected as frequently used. This is the default option.
 - **All Categories:** Modules within all categories including those that haven't been associated with a category.
- b. At **Module**, select the module to be added. E.g. HTML (for simple content html module is used).



3. **Optional.** In the **Title** text box, enter a title for this module. E.g. About Us. If no title is entered, the module name is used as default.
4. **Optional.** At **Visibility**, select from the following options:

- **Same as Page:** This sets the module as visible to all users who can view this page. This is the default setting.
 - **Page Editors Only:** The set modules as visible only to the roles/user who can edit this page. Select this option if you want to add content and configure the module settings before others can view the module.
5. **Optional.** At **Pane**, select the pane you want to insert the module into. The module is added to the Content Pane by default. The name of other panes will depend upon the skin applied to this page. If you select a pane other than the Content Pane, the position of the pane is briefly shown on the page.
 6. Click the **Add Module** button on the Ribbon Bar. It is for the modules that will enable you to add content.

Tip: When you add the module listed as Users & Roles, three separate modules (Security Roles, My Profile and User Accounts) are added to the page. These modules do not necessarily need to be used on the same page. You can delete one or all of them, or move them to different pages as you like.

(Module setting is the same like the page setting.)

4.2.2.1.10 Edit Page Content :

Administrator can select the Edit (Mode) from the Ribbon Bar after which all modules could be edited.

Click on the **manage button** on the page and go to the **Edit Content**, after which administrator will find the editor tool for content editing.

4.2.2.2 About the DNN Editor:

The Editor provides basic and rich text editing capabilities across numerous modules including Announcements, FAQs, Events and HTML/HTML Pro. The Basic Text Box associated with the Editor is the same for all DNN versions. The Rich Text Editor (RTE) associated with the Editor provider will depend upon the version and edition of DNN you are using.

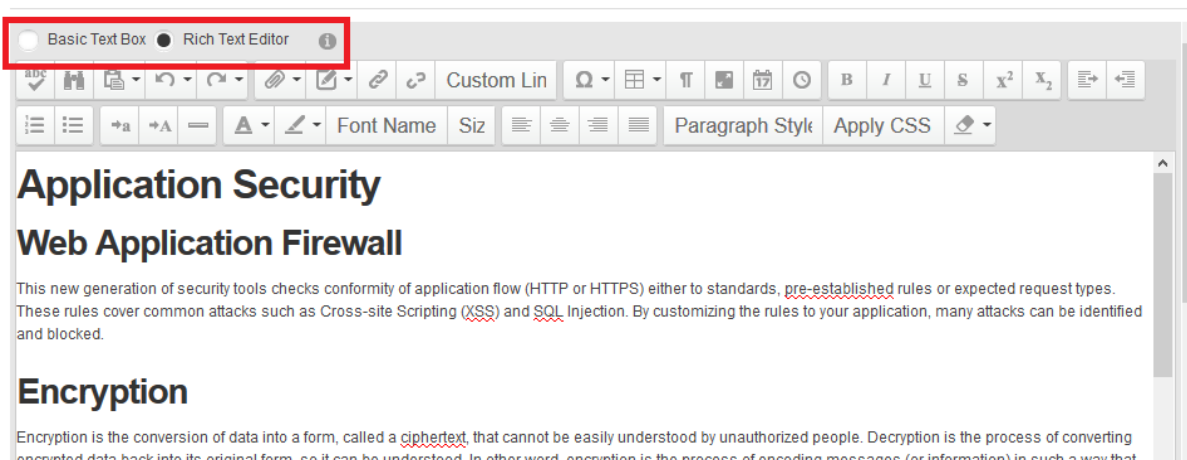
This manual give details on how to use two different providers for the Rad Editor control which are the **DotNetNuke.RadEditorProvider** (default) and the **TelerikEditorProvider** which are both included with DNN 6+.

Other RTE's which can be integrated with DNN include the FCK Editor and the Free Text Box.

Follow the below mentioned steps to put the contents in editor.

- Step-1: Copy content from doc file to notepad.
- Step-2: The content from notepad to editor box
- Step-3: Click the update button.

innovativesolution > Solutions > Edit Content

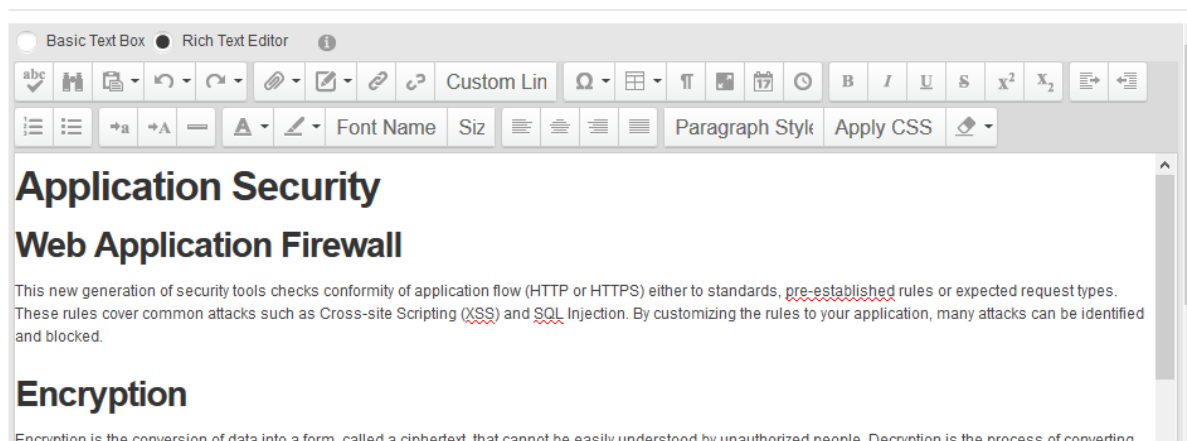


4.2.2.2.1 Viewing Content in Design or HTML View:

Administrator can switch between Design and HTML view in the Rad Editor.

1. Click either the **Design** or **HTML** tab located below the editor tool.

innovativesolution > Solutions > Edit Content

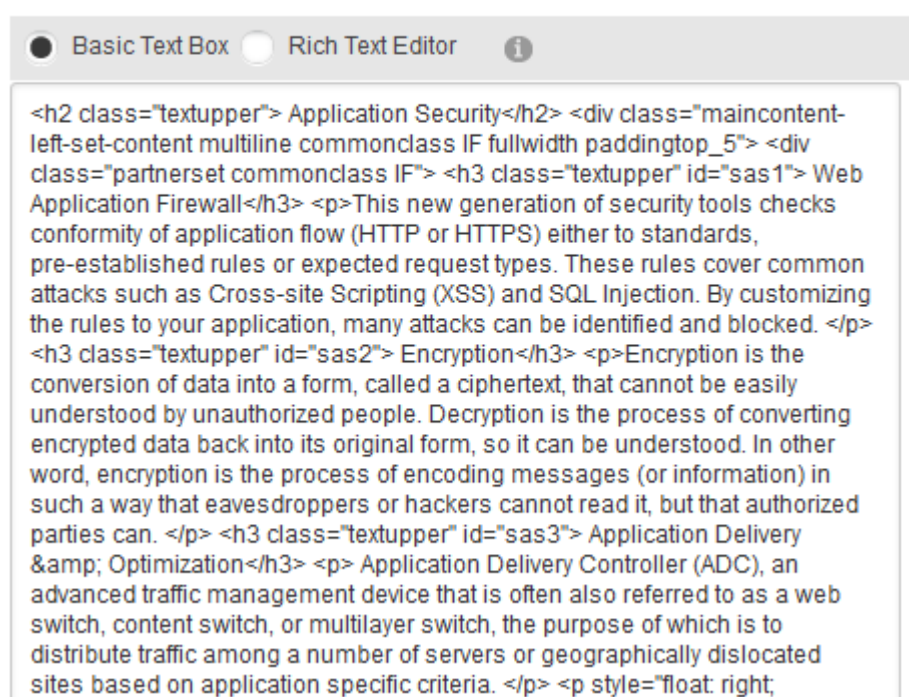


4.2.2.2.2 Adding Basic Text and HTML using Editor:

Administrator can add basic text into the Basic Text box of the Editor. Administrator can also paste basic HTML into the basic text box.

1. Select the **Basic Text Box** radio button located above the Editor tool.
2. At **Render Mode** (located below the Editor) select the **Text** radio button.

innovativesolution > Solutions > Edit Content



3. Click inside the Editor and then enter or paste (Ctrl + V) your text.

4.2.2.2.3 Adding Rich Text Using The Editor:

Administrator can add rich text to the Editor. This enables the Editor Toolbars and displays the content of the Editor as rich text. Note: This is the default view for this Editor, however if you last viewed the Editor as the Basic Text Box, it will display in the same way, until it is changed.

1. Select the **Rich Text Editor** radio button located above the Editor tool.
2. Click inside the Editor tool and then enter your text, insert images, links, etc. Here are links to common types of rich content you may choose to add with the default RTE:


4.2.2.2.4 Inserting Images:

Administrator can insert an image using the DotNetNuke.Rad Editor Provider for the RTE.

1. Click the **Insert Media** button and select **Image Manager** from the drop down list. This will open the Image Manager. (The keyboard shortcut is CTRL + G)
2. Navigate to and select the required image **Optional**. Use the **Best Fit, Actual Size, Zoom In** and **Zoom Out** buttons to modify the previewed image - these changes cannot be saved.
3. **Optional**. Click the **Image Editor** Button to edit the way the image is displayed.
4. **Optional**. Click the **Properties** tab and set image properties. Click the **Insert** button.

4.2.2.2.5 Linking to a Site Page :

How to link to any page of your site using the DotNetNuke.Rad Editor Provider for the RTE. Note: You can only select links which you are authorized to view. E.g. Only Administrators can link to the Admin Console pages.

1. Highlight the text/object for the link - OR - Place you cursor where you want to insert the link.
2. Click the **Custom Link** button to view the drop down list.
3. **Maximize**  the **Portal Links** heading to display a list of your site pages.
4. Locate and select the page for this link.

4.2.2.2.6 Adding a Page Link :

Administrator can insert a link to a page within this site using the TelerikEditorProvider RTE.

1. Highlight the text/object for the link - OR - Place you cursor where you want to insert the link.
2. Click the **Hyperlink Manager** (CTRL + K) button. This opens the Hyperlink Manager with the Hyperlink tab selected.
3. At **Page**, select the page for this link from the drop down list. This displays the URL of the selected page in the **URL** field below. Note: Disabled pages appear in the list, however they cannot be selected.
4. The following **optional** setting are available:
 - a. In the **Link Text** box, edit the linked text. Note: This field is not displayed while adding a link to an image.
 - b. At **Target**, select the target window for this link. The default option is **None** which opens the link in the current window.

- c. In the **Tooltip** text box, enter a tool tip to be displayed when a user places their mouse over this link.
- d. At **CSS Class**, select a class for the link - OR - Select **Clear Class** to use the default class.
- e. Check ☒ the **Track the number of times this link is clicked** check box to enable Link tracking for this link. The link must be saved before you can view the Tracking tab where tracking information is displayed.
 - i. Check ☒ the **Log the user, date and time for each click** check box to also enable the Link Log.

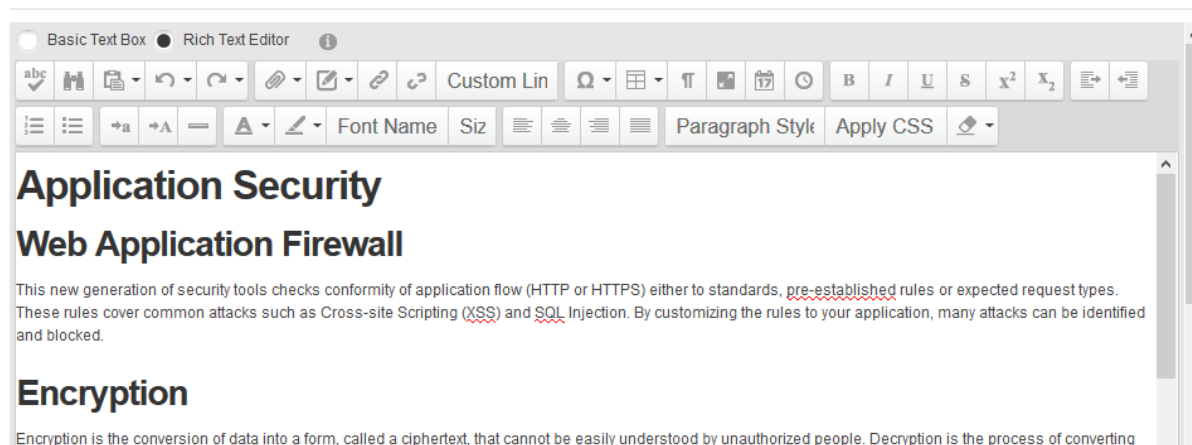
5. Click the **OK** button.

4.2.2.2.7 Pasting HTML Content :

Administrator can paste HTML content into the Editor control.

1. Select the **Basic Text Box** radio button located above the Editor. This displays the Editor as a Basic Text Box. The content within the Editor is displayed as HTML.
2. At **Render Mode** (located below the Editor), select **Html**.
3. Paste in your Html.

innovativesolution > Solutions > Edit Content

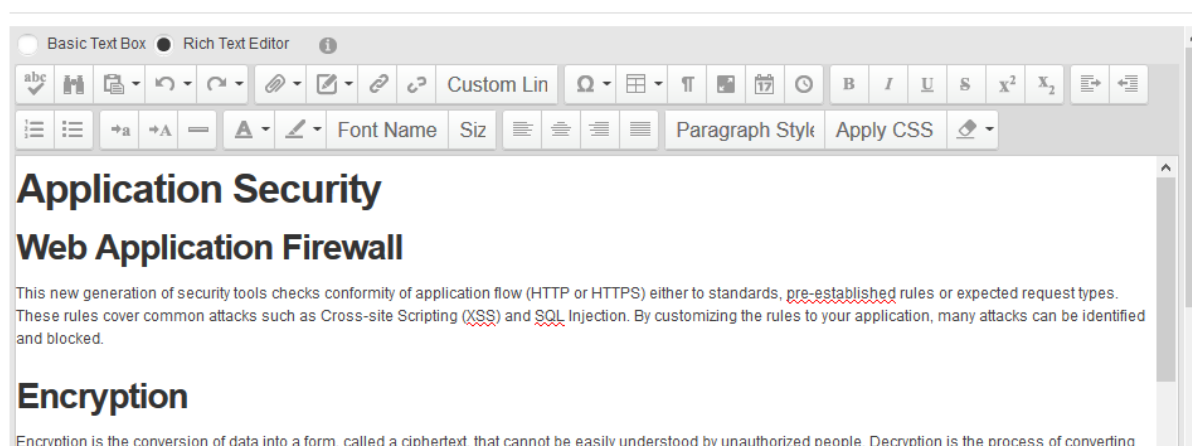


Tip: HTML can also be pasted into the **Raw** Render Mode

OR

Select the HTML from the Rich text Editor on the bottom and paste your html and save

innovativesolution > Solutions > Edit Content



(Note: In Our Application we have used <h1></h1>, <h2></h2>, <h3></h3> tags for heading and All content are inside the <p> </p>tag. Please use the same for all new and existing pages.)

4.2.3 News and Events Section:

Administrator can add News and Event in News section/page. For this user need to first select news page and open this page in edit mode and as you set page in edit mode , user can see all sections which can be edited and can add/update news and event on the page.

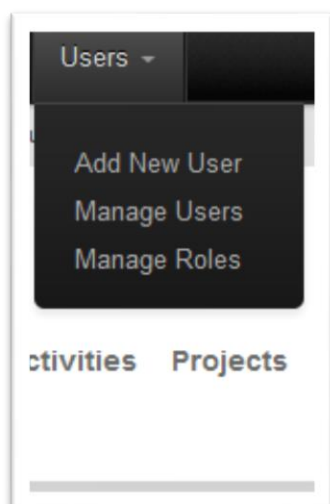
4.2.4 User Account Section:

Innovative solution Administrator can add, edit, view and delete user account details like first name, last name, email address and change their password through this module.

Administrator can create new user account and manage user account and apply manage roles.

Please refer below screen shot for more details.

Note: Only DNN Super admin and DNN Administrator can create new user/ new administrator. Innovative solution administrator is a registered user which is having limited privileges like (modifications on content, creating pages etc.)

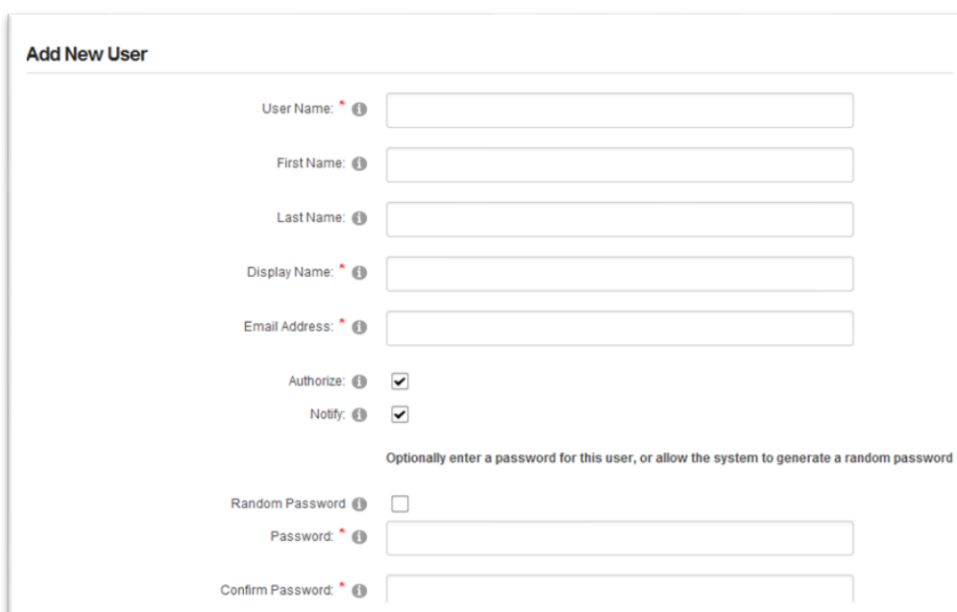


4.2.4.1 Create new user:

To create new user account, administrator needs to follow below step

1. Click "Add New User" option from "Users" menu in Black Ribbon Bar.
2. As you click "Add New user" option, administrator gets a pop up for adding new user account.
3. To create new user account, administrator need to fill all mandatory fields like user name, Display name, email address, password and confirm password.
4. After filling all the mandatory fields, administrator needs to submit "add new user" button to create a new username.

Please refer below screen shot for more details



There is option to edit, Delete user detail and to change the role please see below screen shot.

Update **dnn** Admin Host Tools Help Modules Pages Users Edit Page

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User Accounts

Username

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All Online Unauthorized Deleted

			Username	Display Name	Address	Telephone	Created Date	Authorized
			Adel	Admin	Saudi Arabia		09/24/2013 15:14:27	<input checked="" type="checkbox"/>
			Admin	Admin	N/A		09/09/2013 13:41:38	<input checked="" type="checkbox"/>

Click on these icon and change the information.

4.2.4.2 Edit user Detail:

Clicking on User detail will open a pop up given below the screen shot. There are four options which can be selected and modified by the admin.

Manage User Credential: - admin can change the given detail - First name, Last Name, Email Address etc. From this tab

innovativesolution > User Accounts > Edit User Accounts

Manage Account Manage Roles for this User Manage Password Manage Profile

Edit User - Adel (Id: 3)

User Name:

Display Name: *

Email Address: *

Note: This user is registered in 2 sites

Created Date: 9/24/2013 3:14:27 PM

Last Login Date: 9/24/2013 3:15:09 PM

Last Activity Date: 9/24/2013 3:19:23 PM

Last Password Change: 9/24/2013 3:14:27 PM

Last Lock-out Date: Never

User Is Online: False

Locked Out: False

Manage Roles: - admin can change the role from this options/tab.

innovativesolution > User Accounts > Edit User Accounts

Manage Account Manage Roles for this User Manage Password Manage Profile

Manage Roles for User: Admin

Security Role ⁱ Effective Date ⁱ Expiry Date ⁱ

Administrators

☒ Send Notification?

	Security Role	Effective Date	Expiry Date
	Registered Users		
	Subscribers		
	IS Admin		
	Administrators		

Page 1 of 1

First Previous Next Last

Close

Manage password: - admin can change the password from this tab.

innovativesolution > User Accounts > Edit User Accounts

Manage Account Manage Roles for this User Manage Password Manage Profile

Reset Password

Press the Reset Password button to send a password reset mail to the user - this mail will be valid for 24hrs.

Password Last Changed: ⁱ Monday, September 09, 2013

Password Expires: ⁱ Password does not Expire

Reset Password

Manage profile: - Admin can change the deep information about the user from this Manage profile tab.



4.2.6 File Manager:

Administrator can view/upload new image or file and delete the existing image/file through this module. Please refer above screen shot for more details.

4.2.7 Event Viewer:

Administrator can view the events performed on the site like administrator login failed or login success, error on the any page of the site will be listed there. Please refer above screen shot for more details.

4.2.8 Google Analytics:

Administrator can put the Google tracking id and URL parameter for the google tracking code. Please refer to the above screen shot for more details.